

DVR Training Grant - Information Form

Instructions

Part 1 - Student/DVR Information

- Complete this part as accurately and completely as possible.
- Make sure to include the DVR IRIS case number.
- Include the Student ID number if known; leave blank if not known.
- If the consumer is an SSI/SSDI recipient enter a Y next to the SSI/SSDI (y/n) cell. Otherwise leave it as N.
- Verify the accuracy of the information with the consumer.
- Print copy for the consumer.
- E-mail to FAO (no signature is needed when e-mailing the form to FAO).

Part 2 - School - FAO Information

- Complete school information as accurately and completely as possible.
- Add student ID number in Part 1 if blank.
- Enter the costs for the specific areas considered in developing the cost of attendance budget (a). The electronic form will automatically calculate the total cost of attendance budget (a).
- Enter the estimate of resources amounts. The electronic form will automatically calculate the total resources (b).
- The electronic form will automatically calculate the total need (c). It is calculated by subtracting total resources (b) from the total cost of attendance budget (a).
- Enter the amount by semester for each specific type of aid (d). (Total Grants, Total Subsidized Loans, Total Work Study and Total Other - Specify other.)
- Enter the number of credits per semester the student will be taking.
- The electronic form will automatically calculate the total aid offered (d).
- Print the form and have the student sign the release of information statement on the form.
- Sign the printed form if sending the printed version to DVR or e-mail the form to the DVR e-mail address listed in Part 1. (No signature is needed when e-mailing the form to DVR.)

Part 3 - DVR Training Grant

- The electronic form will automatically calculate the unmet need (e) by subtracting the total financial aid (d) from the total need (c).
- The DVR Training Grant information will also be automatically calculated and applied to unmet need and/or loans and distributed for each semester by the electronic form.
- DVR staff are to enter any additional disability related costs not covered under Disability Related Expenses in Part 2, (a) Cost of Attendance Budget.
- The electronic form will calculate the maximum SSI/SSDI Disability Offset for SSI/SSDI recipients. The actual amount of the DVR SSI/SSDI Disability offset to be provided to a DVR consumer who is an SSI/SSDI recipient will be: the total Cost of Attendance Budget, minus (-) the total FAO Aid, minus (-) the Family/Parent contribution, minus (-) the total DVR Training Grant, **OR**, the Student Contribution listed in Part 2, Estimate of Resources, **whichever is lower**. If the Cost of Attendance Budget is inflated, due to the consumer's choice to attend a more expensive school, DVR staff are to review the case and consult with DVR management to determine if the calculation for the SSI/SSDI Disability Offset should be adjusted to reflect the lower Cost of Attendance Budget at an available public institution.
- DVR staff must review the form for accuracy. If any error messages are displayed in the electronic form or calculations do not make sense, contact the financial aid office and/or the VR supervisor before signing the form.
- Print the form and sign it and give a copy of the signed form to the consumer.
- E-mail the completed form to the appropriate FAO contact person (no signature is needed when e-mailing the form to FAO).